

STATE OF OREGON



COVER PAGE

OREGON DEPARTMENT OF EDUCATION **PRESCHOOL PROMISE EXPANSION**

Request for Grant Applications (“RFA”)

22501

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TABLE OF CONTENTS

SECTION 1: GENERAL INFORMATION.....	3
1.1 PURPOSE.....	3
1.2 GRANT AMOUNT AND DURATION	3
1.3 ELIGIBILITY	4
1.4 SCHEDULE.....	4
1.5 SINGLE POINT OF CONTACT (SPC)	5
SECTION 2: AUTHORITY AND SCOPE.....	5
2.1 AUTHORITY	5
2.2 DEFINITION OF TERMS	5
2.3 OVERVIEW	7
2.4 SCOPE OF ACTIVITIES	7
SECTION 3: PROCESS AND REQUIREMENTS.....	11
3.1 GRANT PROCESS	11
3.2 APPLICATION REQUIREMENTS	13
SECTION 4: EVALUATION	13
4.1 RESPONSIVENESS DETERMINATION	13
4.2 EVALUATION CRITERIA	13
4.3 POINT AND SCORE CALCULATIONS.....	17
4.4 QUALITY EVALUATION.....	18
4.5 COMMUNITY NEEDS EVALUATION	19
4.6 OTHER ROUNDS OF COMPETITION	21
SECTION 5: AWARD AND NEGOTIATION.....	21
5.1 AWARD NOTIFICATION PROCESS.....	21
5.2 INTENT TO AWARD APPEAL.....	21
5.3 SUCCESSFUL APPLICANT SUBMISSION REQUIREMENTS.....	22
5.4 GRANT NEGOTIATION	22
SECTION 6: ADDITIONAL INFORMATION	23
6.1 GOVERNING LAWS AND REGULATIONS.....	23
6.2 OWNERSHIP/ PERMISSION TO USE MATERIALS	23
6.3 CANCELLATION OF RFA; REJECTION OF APPLICATIONS; NO DAMAGES.....	23
6.4 COST OF SUBMITTING AN APPLICATION	23
SECTION 7: LIST OF ATTACHMENTS.....	24
ATTACHMENT A: SAMPLE GRANT	24
ATTACHMENT B: APPLICATION	24
ATTACHMENT C: EARLY LEARNING HUB REGION MAP	24
ATTACHMENT D: ESTIMATED SLOT DISTRIBUTION	24
ATTACHMENT E: GRANT MANUAL.....	24

SECTION 1: GENERAL INFORMATION

1.1 PURPOSE

The State of Oregon, acting by and through its Department of Education’s Early Learning Division, (“Agency”), is issuing this Request for Grant Applications (“RFA”) for Preschool Promise Grantees, beginning with the 2022 – 2023 program year (July 1, 2022 – June 30, 2023). Existing Preschool Promise Grantees must apply to increase their Slot allocation, and new Applicants are invited to apply to become new Preschool Promise Grantees.

Agency oversees the Preschool Promise program, which offers free, high-quality preschool to Oregon families with incomes at or below 200% of the federal poverty level and children in foster care. Preschool Promise is a publicly-funded program that recognizes high-quality care and education happens in a variety of settings.

Preschool Promise Grantees are paid directly by the State of Oregon to offer preschool services to qualifying families.

Additional details are included in the Scope of Activities section.

1.2 GRANT AMOUNT AND DURATION

Agency anticipates the award of multiple Grant Agreements (each a “Grant”) from this RFA. The initial term of each Grant is anticipated to be 1 year with options to renew in Agency’s discretion. The amount of each Grant will be based on the number of Slots awarded, as follows:

- Base amount: \$13,650 per Slot per year
- Transportation enhancement: \$900 per Slot per year. The transportation enhancement is available to Sites that are operated as the following provider types only: Certified Child Care Center, Certified Family Child Care provider, education service district, federal Head Start program, Oregon pre-kindergarten grantee, public school, public charter school, or Relief Nursery.
- One-time start-up: \$2,000 per Slot for Slots allocated to new classrooms; \$1,000 per Slot for Slots allocated to existing classrooms. For purposes of this allocation, a new classroom is a space Agency determines is appropriate and was not previously used to provide preschool services.

New Applicants must apply for at least a minimum number of Slots as follows:

- Certified Family Child Care provider: 6 Slots
- Registered Family Child Care provider: 4 Slots
- Other entity type: 10 Slots

1.3 ELIGIBILITY

The following types of entities are eligible to operate Preschool Promise programs:

- Certified Child Care Centers;
- Certified Family Child Care providers;
- Child Care Resource and Referral Agencies;
- Community-Based Organizations;
- Culturally specific organizations;
- Early Learning Hubs as designated under ORS 417.827;
- Education service districts;
- Federal Head Start programs;
- Federally-recognized Indian Tribes in Oregon;
- Oregon Pre-kindergarten grantees;
- Private preschools;
- Public charter schools;
- Public schools;
- Relief Nurseries as defined in ORS 417.786; and
- Other Child Care Providers as defined in OAR 414-470-0005.

An eligible entity may provide Preschool Promise services at more than one Site. The entity must use a single Application and must provide the information requested by the Application for each Site.

Applicant's Sites must have sufficient physical space to provide Preschool Promise services. If license exempt, minimum requirements are as follows:

- Indoor, open and accessible space: 35 square feet per preschooler
- Outdoor, open and accessible space: 75 square feet per preschooler

An Applicant is not eligible to provide Preschool Promise services pursuant to this RFA if Applicant has previously been awarded a Preschool Promise Grant and, in the two years before submitting an Application in response to this RFA, Agency reduced Applicant's Slot allocation, notified Applicant that Applicant was not eligible for continuation of a Preschool Promise Grant, or terminated Applicant's Preschool Promise Grant.

An Applicant may not provide Preschool Promise services at any Site where, in the two years before submitting an Application in response to this RFA, Agency's Office of Child Care ("OCC") found that Applicant committed more than two serious violations as defined by rule, or at any Site where OCC imposed a civil penalty on the Applicant for conduct related to that Site.

1.4 SCHEDULE

The table below represents a tentative schedule of events. All times are listed in Pacific Time. All dates listed are subject to change.

Event	Date	Time
Pre-Application conference (English)	June 30, 2022	4:00 PM
Pre-Application conference (Spanish)	June 30, 2022	5:00 PM
Questions/ requests for clarification due	July 7, 2022	5:00 PM
Answers to questions/ requests for clarification issued (approximate)	July 11, 2022	
Closing (Applications due)	July 21 2022	11:59 PM
Issuance of notice of intent to award (approximate)	August 24, 2022	
Award appeal period ends	7 calendar days after notice of intent to award	

1.5 SINGLE POINT OF CONTACT (SPC)

The SPC for this RFA is identified on the Cover Page, along with the SPC’s contact information. Applicants must direct all communications related to any provision of the RFA, whether about the technical requirements of the RFA, Grant requirements, the RFA process, or any other provision only to the SPC.

SECTION 2: AUTHORITY AND SCOPE

2.1 AUTHORITY

Agency is issuing this RFA pursuant to its authority under ORS 329.172.

2.2 DEFINITION OF TERMS

For the purposes of this RFA, capitalized words will refer to the following definitions:

- “Addendum” or “Addenda” means an addition to, deletion from, a material change in, or general interest explanation of this RFA.
- “Affected Applicant” means an Applicant who would be eligible for a Grant in the event their appeal was successful.
- “Applicant” means an entity who submits an Application in response to this RFA.
- “Application” means a written response to this RFA.
- “Certified Family Child Care” means a home-based child care program, with up to 16 children, that is certified under ORS 329A.280.
- “Certified Child Care Center” means a child care facility that is certified to care for 13 or more children, or a facility that is certified to care for 12 or fewer children and located in a building constructed as other than a single family dwelling.
- “Child Care Resource and Referral Agency (‘CCR&R’)” means an entity established in accordance with ORS 329A.100 that provides regional or

statewide services including 1) guidance and referrals for parents seeking child care through referrals to 211info; 2) recruiting, training, and supporting early educators to remain in the profession and provide high quality child care programs; 3) the collection of information about the local supply of child care; and 4) community collaboration with Early Learning System partners.

- “Closing” means the date and time specified in this RFA as the deadline for submitting Applications.
- “Community-Based Organization” means a public benefit corporation or private nonprofit organized under ORS Chapter 65, that is representative of a community or significant segments of a community and provides educational or related services to individuals in the community.
- “Early Learning Hub” means an entity designated by regional partners to coordinate early learning services under ORS 417.827.
- “Early Learning System” means the cross sector initiative, inclusive of health, human services, early care and education, housing, etc., working in concert to coordinate policies, programs, and services, create infrastructure, improve integration, and achieve scale.
- “Evaluation Committee” means the group of people who will evaluate and score Applications submitted in response to this RFA.
- “Head Start” means a program that promotes school readiness for young children from low-income families by enhancing their cognitive, social, and emotional development.
- “Preschool Promise Coach” means a CCR&R employee who provides specific support for quality requirements.
- “Preschool Promise Grantee” means an entity operating a Preschool Promise program with a Grant from Agency.
- “Preschool Promise Specialist” means a CCR&R employee who provides general support for Preschool Promise Grantees.
- “Relief Nursery” means a non-governmental, Community-Based Organization, certified by the Oregon Association of Relief Nurseries, that seeks to prevent the cycle of child abuse and neglect through programming that focuses on building successful and resilient children, strengthening parenting skills, and preserving families by offering comprehensive and integrated early childhood therapeutic and family support services.
- “Site” means a physical location at which Preschool Promise services are provided.
- “Slot” means a Grant-funded position in a Preschool Promise program; each Slot can be filled by one child.
- “Spark” means the system established through ORS 329A.261 which establishes a set or progressively higher standards used to evaluate the quality of an early

learning and development program and to support program improvement.

- “State” means the state of Oregon.

2.3 OVERVIEW

2.3.1 PRESCHOOL PROMISE

Agency operates programs for young children and their families. These programs prioritize offering high-quality early care and education services to families who face economic challenges.

Preschool Promise is a high-quality, publicly-funded preschool program that serves families living at or below 200 percent of the federal poverty level and children in foster care. Preschool Promise is delivered in a variety of settings including centers, homes, and schools.

Preschool Promise is a Slot-based program, meaning Preschool Promise Grantees are awarded a certain number of Slots, and eligible children fill these Slots.

2.3.2 BACKGROUND

Preschool Promise was established in 2015 under ORS 329.172, in an effort to expand preschool options available to Oregon children and families. Preschool Promise is currently funded to serve 3,865 children across Oregon.

2.3.3 GOALS

Oregon’s need for high-quality preschool is great, and the supply is limited. Beginning with the 2022 – 2023 program year, Agency is aiming to serve at least 2,516 more children (“Award Target”). Agency’s primary goal will be to award Slots according to regional needs identified by Early Learning Hubs, but Agency reserves the right to make adjustments in Agency’s sole discretion, in order to allocate Slots in a manner that Agency determines best serves Oregon families statewide.

A map of the State’s Early Learning Hub regions is included as Attachment C. Agency’s regional need assessment, planned Slot range and estimated Slot distributions are described in Attachment D.

⁽¹⁾This is the aggregate Slot estimate across the federally-recognized Indian Tribes in Oregon.

2.4 SCOPE OF ACTIVITIES

Preschool Promise Grantees will be expected to provide high-quality preschool for eligible children. In addition to Agency-provided support, CCR&Rs are also equipped with information to help Preschool Promise Grantees understand and implement program and quality requirements. Each CCR&R has a Preschool Promise Specialist and a Preschool Promise Coach available at no cost.

2.4.1 Program Requirements

Preschool Promise Grantees will be expected to fulfill the Preschool Promise

requirements mandated in ORS 329.172 and the administrative rules in Division 470 of Chapter 414 (OAR 414-470). Primary requirements include the following:

- Be ready to provide Preschool Promise program services no earlier than August 1, 2022, and no later than October 30, 2022;
- Offer at minimum 900 hours of preschool service annually;
- Serve children who are at least three years of age but not older than five years of age, as determined by the date used to determine kindergarten eligibility;
- Serve children at minimum 6 hours per day, 4 days per week;
- Not provide Preschool Promise services outside of the daily 7 a.m. to 7 p.m. schedule;
- Serve families with incomes at or below 200% of the Federal Poverty Level and children in foster care;
- Serve eligible immigrant and refugee families;
- Serve eligible children who speak a language other than English at home;
- Serve eligible children who are experiencing housing insecurity;
- Serve eligible families engaged with the child welfare agency;
- Serve eligible children who have identified special education needs;
- Implement a no suspension or expulsion policy in accordance with the Grant Manual, and participate in professional learning, coaching, and other opportunities to increase capacity to support children with challenging behaviors;
- Do not collect parent fees from eligible families for services provided during the Preschool Promise program hours;
- Collaborate with local Early Learning Hubs for outreach and enrollment coordination;
- Participate in Spark;
- Participate in Agency’s monitoring system – collect and provide child and family-level data as requested by Agency;
- Develop and maintain collaborative relationships with community partners in order to seek resources as needed to fully support children and families experiencing crisis;
- Support potty-training and associated diapering/ toileting needs of all children;
- Be fully staffed and prepared to participate in Preschool Promise professional development and technical assistance opportunities; and
- Meet staffing qualifications and salary guidelines as prescribed in the Grant Manual prior to beginning delivery Preschool Promise program services.

2.4.2 Quality Requirements

Preschool Promise program quality requirements apply to all preschool-aged children within a Preschool Promise program regardless of the child’s funding source. These

quality requirements are identified in Agency’s Grant Manual (Attachment E) and additional information related to the quality requirements is available in Agency’s “Preschool Promise Quality Requirements Playbook” which can be found here:

English: <https://oregonearlylearning.com/wp-content/uploads/2022/05/21.22-PSP-Playbook-Grantee-English-Final-1.pdf>

Spanish: <https://oregonearlylearning.com/wp-content/uploads/2022/05/21.22-PSP-Playbook-Grantee-Spanish-Final.pdf>

2.4.3 Staff Educational Requirements

Preschool Promise Grantees staff their programs with highly qualified lead teachers and teacher assistants.

Lead teacher – There are multiple pathways to become a highly qualified lead teacher:

- At least a bachelor’s degree in: (1) early childhood education or a field related to early childhood education; or (2) a field not related to early childhood education, with completed coursework that is equivalent to a major in early childhood education and sufficient training in early childhood education as determined by Agency; or
- An associate degree with additional training or additional certification in early childhood education or a field related to early childhood education, as determined by Agency; or
- Child Development Associate (“CDA”) credential or step 8 on the Oregon Registry Online (“ORO”).

Teacher assistant

Teacher assistants must demonstrate competencies as defined by

- Step 5 on the ORO; or
- OCC rules for Aid II; or
- A similar standing within the credentialing system for K-12 staff in Oregon.

2.4.4 Contracting Requirements

Preschool Promise Grantees may enter into contracts (e.g., teaching services), but may not contract for the totality of a Preschool Promise program. All teaching contracts must be written and must be pre-approved by Agency. When teaching services are contracted out, the services must be provided by an entity identified as a Provider type in Attachment D. Preschool Promise Grantees remain responsible for ensuring all contractors follow all Preschool Promise program guidance and requirements, including salary and education requirements, and Preschool Promise Grantees must monitor and provide technical assistance to contractors to ensure quality. Preschool Promise Grantees must also ensure contractors carry insurance as required by the Grant.

For Preschool Promise, an owner of multiple Certified Family Child Cares is considered to be contracting for teaching services. A home-based child care in which the owner is

not also the provider, as defined by OCC, is also considered to be contracting for teaching services.

2.4.5 Progress and Expenditure Reports

Preschool Promise Grantees will be required to track and account for all Grant funds received, and will be required to report on progress and activities, including the number of children and families served. Progress reports will be due monthly.

2.4.6 Financial Controls and Sustainability

Grants resulting from this RFA may be used for costs that are reasonable, necessary, and directly related to being a Preschool Promise Grantee. While this may include an allocation of shared expenses, such as facilities costs and administrative costs, programs may not use Grant funds to cover costs that are not directly related to the Preschool Promise program.

Preschool Promise Grantees will be required to submit a detailed budget for Agency approval that outlines the intended use of their Grant funds, including how start-up funds will be used, utilizing an Agency provided template. The budget template will include line items similar to the examples of allowable and unallowable expenses shown below. This is not an exhaustive list.

Cost Example	Allowable	Start-up
Purchase of land, buildings, or vehicles	No	No
New construction and design	No	No
Rent/ lease of space or vehicles directly related to the program	Yes	No
Facility improvements (minor repairs or renovations related to health or safety, as approved by Agency)	Yes	Yes
Transportation, including maintenance, fuel, insurance, etc. related to the program	Yes	No
Travel related to the program (rates may be based on Grantee’s internal policy or government guidelines: www.gsa.gov)	Yes	No
Business insurance	Yes	No
Fines, penalties, damages, legal settlements, etc.	No	No
Classroom supplies and equipment to support quality and inclusion activities	Yes	Yes
Equipment and computers for program use	Yes	Yes
Materials and supplies directly related to the program	Yes	Yes
Curriculum and assessment materials	Yes	Yes
Inclusionary support and practices	Yes	Yes
Professional services costs directly related to the program	Yes	No
Food and preparation supplies for enrolled children	Yes	Yes
Health screenings for enrolled children (e.g., vision, hearing, dental)	Yes	Yes
Printing and publications, reports, and manuals directly related to the program	Yes	No

Cost Example	Allowable	Start-up
Salaries and fringe benefits for lead teachers, teacher assistants/ aides, and other staff directly supporting the program	Yes	No
Professional development and training for lead teachers, teacher assistants/ aids, and other staff directly supporting the program	Yes	No
Memberships in business, technical, and professional organizations directly related to the child care business	Yes	No
Memberships, goods, or services for personal use	No	No
Meetings (e.g., food, rental of equipment/ space, transportation) directly related to the program	Yes	No
Staff entertainment (e.g., alcohol, food, lodging, rentals, transportation, and gratuities)	No	No
Promotional items, gifts, gift cards, prizes, etc.	No	No
Political activities	No	No
Fundraising, loans, and investments management	No	No
Administrative costs, including indirect costs (limited to 15%)	Yes	Yes

SECTION 3: PROCESS AND REQUIREMENTS

3.1 GRANT PROCESS

3.1.1 Public Notice

The RFA, including all Addenda and attachments, is published on Agency’s website at <https://oregonearlylearning.com/preschool-promise>. RFA documents will not be mailed to prospective Applicants.

Agency will advertise all Addenda on its website. Prospective Applicants are solely responsible for checking Agency’s website to determine whether any Addenda have been issued. Addenda are incorporated into the RFA by this reference.

3.1.2 Questions/ Requests for Clarification

All inquiries, whether relating to the RFA process, administration, deadline, or method of award, or to the intent or technical aspects of the RFA must:

- Be emailed to the SPC;
- Reference the RFA number;
- Identify Applicant’s name and contact information;
- Refer to the specific area of the RFA being questioned (e.g., page, section, paragraph number, etc.); and
- Be received by the due date and time for questions/ requests for

clarification identified in the Schedule.

3.1.3 Pre-Application Conference

Two pre-Application conferences will be held, one in English and one in Spanish, at the dates and times listed in the Schedule. Prospective Applicants' participation in a conference is highly encouraged but not mandatory.

The purpose of a pre-Application conference is to:

- Provide an additional description of the Preschool Promise program;
- Explain the RFA process; and
- Answer any questions Applicants may have related to the Preschool Promise program or the Application process.

Statements made at a pre-Application conference are not binding upon Agency. Applicants may be asked to submit questions in writing.

3.1.3.1 Attendance at Pre-Application Conference

Registration is not required to attend a pre-Application conference. The pre-Application conferences can be accessed at the following links:

Pre-Application conference (English):

<https://www.zoomgov.com/j/1608841973?pwd=TDNYOTEwS2k3ZjVpSmRCK2VZeN1Zz09>

Pre-Application conference (Spanish):

<https://www.zoomgov.com/j/1604948364?pwd=ajkxWVJ2ZnUzK25hSzNIckphV2MxUT09>

3.1.1 Application Due Date

Applications and all required submittal items must be received on or before Closing. Applications received after Closing will not be accepted. All Application modifications or withdrawals must be completed prior to Closing.

Applications received after Closing are considered LATE and will NOT be accepted for evaluation. Late Applications will be returned to the respective Applicant or destroyed.

3.1.2 Application Submission

Applicant is solely responsible for ensuring its Application is received in accordance with the RFA requirements before Closing. Agency is not responsible for any delays by transmission errors or other mistaken delivery. Only complete Applications submitted by Closing will be scored. Applications submitted by any means not authorized may be rejected. Only the following submission option is permitted for this RFA:

Online. An electronic version of the Application is available on Agency's website at: <https://oregonearlylearning.com/preschool-promise>. Applicant must complete the Application online.

3.1.3 Modification or Withdrawal of Applications

Any Applicant who wishes to modify or withdraw an Application already received by Agency must do so prior to Closing. Applicant must submit its modification or request to withdraw to the SPC at the email address identified on the cover page. All requests must reference the RFA number.

3.1.4 Application Rejection

Agency may reject an Application for reasons that include the following:

- Applicant fails to substantially comply with all prescribed RFA procedures and requirements;
- Applicant makes any contact regarding this RFA with State representatives such as State employees or officials other than the SPC or individuals the SPC authorizes;
- Applicant initiates inappropriate contact with the SPC;
- Applicant attempts to inappropriately influence a member of the Evaluation Committee;
- Applicant attempts to inappropriately influence another Applicant or inappropriately discourages an eligible entity from submitting an Application; or
- Application is conditioned on Agency's acceptance of any other terms and conditions or rights to negotiate any alternative terms and conditions that are not reasonably related to those expressly authorized for negotiation in the RFA or Addenda.

3.2 APPLICATION REQUIREMENTS

Applicant must complete and submit the Application provided on Agency's website at: <https://oregonearlylearning.com/preschool-promise>. Applicant should use definitive verbs in their narrative to describe what Applicant "will" do rather than aspirational verbs such as "hopes", "expects", "intends", "plans", or similar verbs that do not express a firm commitment to undertake a specific action.

SECTION 4: EVALUATION

4.1 RESPONSIVENESS DETERMINATION

If the Application is unclear, the SPC may request clarification from Applicant. However, clarifications may not be used to rehabilitate a non-responsive Application. If the SPC finds the Application non-responsive, the Application may be rejected, however, Agency may waive minor mistakes in its sole discretion.

4.2 EVALUATION CRITERIA

Responsive Applications meeting the requirements outlined in the Application Requirements section will be separated into 3 groups:

- Group 1:
 - Certified Family Child Care providers
 - Other Child Care Providers as defined in OAR 414-470-0005
- Group 2:
 - Certified Child Care Center
 - Community-Based Organizations
 - Culturally specific organizations
 - Private Preschools
- Group 3:
 - CCR&R
 - Early Learning Hub
 - Education Service District
 - Federal Head Start Programs
 - Federally recognized Indian Tribes in Oregon
 - Oregon Pre-kindergarten Grantees
 - Public schools
 - Public charter schools
 - Relief Nurseries

Each group will be evaluated by an Evaluation Committee. Evaluators will assign a score of 0 to 10 for each evaluation criterion listed below in this section.

SPC may request further clarification to assist the Evaluation Committee in gaining additional understanding of Applications. A response to a clarification request must be to clarify or explain portions of the already submitted Application and may not contain new information not included in the original Application.

SCORE	EXPLANATION
10	OUTSTANDING – Application meets all requirements and Applicant demonstrates in a clear and concise manner a thorough knowledge and understanding of the subject matter and project. Applicant provides insight into its expertise, knowledge, and understanding of the subject matter.
6 – 9	VERY GOOD – Application provides useful information, while showing Applicant’s experience and knowledge of the subject matter and project. Applicant demonstrates above average knowledge and ability with no apparent deficiencies noted.
5	ADEQUATE – Application meets all requirements in an adequate manner. Applicant demonstrates an ability to comply with guidelines, parameters, and requirements, but does not put forth additional information.
1 – 4	FAIR – Application meets minimum requirements, but Applicant does not demonstrate sufficient knowledge of the subject matter.

SCORE	EXPLANATION
0	POOR – Application is unacceptable and does not meet the requirements set forth in the RFA. Applicant does not demonstrate knowledge of the subject matter.

4.2.1 Evaluation Item 1: Program Mission and Vision

- How well does Applicant explain their program’s purpose, beliefs, and goals, and how are these are put into action? To what extent does Application include information about the chosen programming and curriculum and a rationale for selection?

4.2.2 Evaluation Item 2: Racial, Cultural, and Linguistic Equity

- How well does Applicant describe how each child’s racial, cultural, and linguistic development and identity is nurtured and respected? To what extent does Application include descriptions of specific actions related to the equitable implementation of curriculum, screening, assessment, and communication with families?

4.2.3 Evaluation Item 3: Family Engagement

- To what extent does Applicant provide examples of practices related to family engagement that demonstrate an understanding of family-centered programming, and how families are supported in relationships with staff and other families? To what extent does Application include descriptions of supports for families to engage with the program at different intensity levels? How well does Applicant describe how families are informed and kept up to date on their child's growth and development?

4.2.4 Evaluation Item 4: Progress toward Quality

- How well does Applicant’s plan to implement quality improvement strategies position Applicant for successful interactions and relationships with their local CCR&R and other professional learning organizations? To what extent does Applicant’s plan demonstrate a commitment to continuous improvement, particularly in the areas of implementing developmentally appropriate curriculum, engaging families, and using ongoing assessment to inform lesson plans? Does Applicant include examples of efforts to assess program quality and develop plans for improvement as needed? To what extent is Applicant participating in Spark? If Applicant is not currently participating in Spark, to what extent does Applicant’s plan to participate in Spark support Applicant’s full participation in Spark by June 30, 2023?

4.2.5 Evaluation Item 5: Inclusionary Practices

- To what extent does Applicant describe practices that ensure children with special needs are welcomed into the classroom, including ensuring staff

receives relevant training? How well does Applicant describe how their program conducts child screenings and assessments, or how Applicant coordinates with a community organization or health care provider to conduct screenings and assessments, and how referrals will be made to connect families and children with needed additional services?

4.2.6 Evaluation Item 6: Transitions

- How well does Applicant describe an intentional, smooth approach to each possible type of program transition? How well does Applicant describe how children and families are supported during these transitions?

4.2.7 Evaluation Item 7: Professional Development

- How well does Applicant describe how professional development will be used to ensure lead teachers and teacher assistants have knowledge and skills needed to deliver Preschool Promise, and how they will support teachers to attain credentials? How well does Applicant’s program support staff professional development and educational attainment?

4.2.8 Evaluation Item 8: Compensation

- How well do Applicant’s compensation strategies position Applicant to meet target salaries for lead teachers and teacher assistants? If Applicant is not yet meeting target salaries, to what extent does Applicant have a plan in place to address barriers to reaching target salaries?

4.2.9 Evaluation Item 9: Staffing Model

- How well does Applicant describe a program administration and staffing model that ensures the capacity to complete administrative responsibilities, program oversight, reporting of program data and financial information, and sufficient teaching capacity to implement the Preschool Promise program?

4.2.10 Evaluation Item 10: Staffing Plan

- How well does Applicant’s staffing plan support Applicant’s ability to implement a Preschool Promise program that meets all operating day and hour requirements with qualified staff?

4.2.11 Evaluation Item 11: Financial Controls

- To what extent do Applicant’s financial controls support Applicant’s ability to operate a fiscally responsible and stable Preschool Promise program?

How well does Applicant track and manage finances and implement appropriate checks and balances?

4.2.12 Evaluation Item 12: Oversight and Authority

- To what extent does Applicant have financial controls in place to ensure appropriate oversight and clear budgetary authority?

4.2.13 Evaluation Item 13: Accounting

- To what extent does Applicant list and describe accounting processes sufficient to track and manage Grant funds, including who and/or how they manage bookkeeping, accounting procedures, payroll, and taxes?

4.2.14 Evaluation Item 14: Reporting and Reimbursement

- To what extent is Applicant prepared to submit required financial reports and reimbursement requests in an accurate and timely manner?

4.2.15 Evaluation Item 15: Business Strategy

- How strong is Applicant’s business strategy? To what extent does Applicant demonstrate strong experience as a preschool provider that can manage staff retention and recruitment and program enrollment? How well does Applicant track progress related to implementing the business strategy?

4.2.16 Evaluation Item 16: Funding Sources

- To what extent does Applicant plan to utilize Grant funds in a way that maximizes positive impacts for children and families? How well does Applicant demonstrate the ability to maximize Preschool Promise Grant funds or, if blending funding, how well does Applicant demonstrate an understanding of cost allocation methods?

4.3 POINT AND SCORE CALCULATIONS

Scores are the values (0 through 10) assigned by each evaluator.

Points are the total possible values for each section as listed in the table below.

The SPC will average all scores for each evaluation criterion. The average score will be used as a percentage multiplier of the maximum possible points for that criterion. 1=10%, 5=50%, 9=90%, etc.

EXAMPLE:

Applicant A receives scores of 10, 9, and 8 for a criterion worth 50 points. The SPC averages 10, 9, and 8 for a score of 9. 9 is used as a 90% multiplier to the possible points of 50. 50 multiplied by 90% is 45. Applicant A’s points for the criterion is 45.

Points possible are as follows:

SECTION REFERENCE	EVALUATION CRITERIA	POINTS POSSIBLE
PROGRAM INFORMATION		
4.2.1	Evaluation Item 1: Program Mission and Vision	2
4.2.2	Evaluation Item 2: Racial, Cultural, and Linguistic Equity	15
4.2.3	Evaluation Item 3: Family Engagement	5
4.2.4	Evaluation Item 4: Progress toward Quality	10
4.2.5	Evaluation Item 5: Inclusionary Practices	15
4.2.6	Evaluation Item 6: Transitions	3
4.2.7	Evaluation Item 7: Professional Development	4
4.2.8	Evaluation Item 8: Compensation	2
4.2.9	Evaluation Item 9: Staffing Model	2
4.2.10	Evaluation Item 10: Staffing Plan	2
FINANCIAL CONTROLS AND SUSTAINABILITY		
4.2.11	Evaluation Item 11: Financial controls	8
4.2.12	Evaluation Item 12: Oversight and authority	5
4.2.13	Evaluation Item 13: Accounting	5
4.2.14	Evaluation Item 14: Reporting and reimbursement	5
4.2.15	Evaluation Item 15: Business strategy	12
4.2.16	Evaluation Item 16: Funding sources	5
TOTAL POINTS POSSIBLE		100

4.4 QUALITY EVALUATION

The SPC will total the points for each Application. Each Application that exceeds the initial Quality Evaluation threshold of 60% of the total points available will be eligible for additional evaluation to determine whether each of Applicant’s Sites is aligned with the needs of its community.

If Agency determines, in its sole discretion, that an insufficient number of Applicants received at least 60% of the total points available, Agency reserves the right to reduce the 60% threshold to ensure a sufficient number of providers can provide services across the State.

4.5 COMMUNITY NEEDS EVALUATION

Each Application that exceeds the Quality Evaluation points threshold described in Section 4.4 will advance to the Community Needs Evaluation. During the Community Needs Evaluation, each Site included in the advancing Applications will be independently evaluated for alignment with community needs, as those needs are described in Attachment D.

4.5.1 COMMUNITY NEEDS EVALUATION – POINTS

One point will be awarded for each Site that lies within the specific geographic location described in Attachment D. If that geographic location is described as a zip code, county or city limit or otherwise, the Site must be physically located within that zip code, county, city or other area, as determined by Agency.

One point will be awarded for each Site that meets the provider type described in Attachment D. Agency will assign a provider type to any Site for which a corresponding provider type is not identified in Attachment D.

One point will be awarded for each Site that provides instruction primarily in any language(s) identified in Attachment D.

4.5.2 COMMUNITY NEEDS EVALUATION – PROCESS

Sites will be grouped by Early Learning Hub region.

4.5.2.1 First, Agency will presumptively award all Slots requested by a federally-recognized Indian Tribe in Oregon, subject to Agency’s planned slot range. See Attachment D. If there are an insufficient number of Slots to award, the Quality Evaluation score will be used to rank the Applications and presumptively award Slots.

4.5.2.2 If, after complying with Paragraph 4.5.2.1, Agency has not reached the Award Target, Agency will presumptively award all Slots requested by Sites that scored 3 points, subject to Agency’s planned slot range for each Early Learning Hub. If, however, there are an insufficient number of Slots to make presumptive awards to all Sites described in this paragraph and remain within Agency’s planned slot range for an Early Learning Hub, the Quality Evaluation score or other rounds of competition may be used to rank Applications within an Early Learning Hub and award Slots.

4.5.2.3 If, after complying with Paragraph 4.5.2.2, Agency has not reached the Award Target, Agency will presumptively award all Slots requested by Sites that scored 2 points, with 1 point being awarded for geographic location and 1 point being awarded for any other reason, subject to Agency’s planned slot range for each Early Learning Hub. If, however, there are an insufficient number of Slots to make presumptive awards to all Sites described in this paragraph and remain within Agency’s planned slot range for an Early Learning Hub, the Quality Evaluation score or other rounds of competition may be used to rank the Applications and award Slots.

- 4.5.2.4** If, after complying with Paragraph 4.5.2.3, Agency has not reached the Award Target, Agency will presumptively award all Slots requested by Sites that scored 1 point for geographic location, subject to Agency’s planned slot range for each Early Learning Hub. If, however, there are an insufficient number of Slots to make presumptive awards to all Sites described in this paragraph and remain within Agency’s planned slot range for an Early Learning Hub, the Quality Evaluation score or other rounds of competition may be used to rank the Applications and award Slots.
- 4.5.2.5** If, after complying with Paragraph 4.5.2.4, Agency has not reached the Award Target, Agency will presumptively award all Slots requested by Sites that scored 2 points, but were not awarded a point for geographic location, subject to Agency’s planned slot range for each Early Learning Hub. If, however, there are an insufficient number of Slots to make presumptive awards to all Sites described in this paragraph and remain within Agency’s planned slot range for an Early Learning Hub, the Quality Evaluation score or other rounds of competition may be used to rank the Applications and award Slots.
- 4.5.2.6** If, after complying with Paragraph 4.5.2.5, Agency has not reached the Award Target, Agency will presumptively award all Slots requested by Sites that scored 1 point, but were not awarded a point for geographic location, subject to Agency’s planned slot range for each Early Learning Hub. If, however, there are an insufficient number of Slots to make presumptive awards to all Sites described in this paragraph and remain within Agency’s planned slot range for an Early Learning Hub, the Quality Evaluation score or other rounds of competition may be used to rank the Applications and award Slots.
- 4.5.2.7** If, after complying with Paragraph 4.5.2.6, Agency has not reached the Award Target, Agency will presumptively award all Slots requested by Sites that advanced to the Community Needs Evaluation but were awarded zero points, subject to Agency’s planned slot range for each Early Learning Hub. If, however, there are an insufficient number of Slots to make presumptive awards to all Sites described in this paragraph and remain within Agency’s planned slot range for an Early Learning Hub, the Quality Evaluation score or other rounds of competition may be used to rank Applications and award Slots.
- 4.5.2.8** If, after complying with Paragraph 4.5.2.7, Agency has not reached the Award Target, Agency may, in its discretion, reduce the 60% Quality Evaluation threshold, advance additional Sites to the Community Needs Evaluation and evaluate those Sites pursuant to the Community Needs Evaluation described in this Section 4.5.2. This process may be repeated until Agency has reached the Award Target.

Notwithstanding any contrary provision of this Section 4.5.2, if at any point Agency is not able to apply a paragraph to all Early Learning Hubs other than the Tribal Nations region without exceeding the Award Target, Agency may award the remaining Slots in a manner that best meets the State’s needs, in Agency’s sole discretion.

4.6 OTHER ROUNDS OF COMPETITION

Agency may conduct additional rounds of competition if Agency determines it is in the best interest of the State. Additional rounds of competition may consist of, but will not be limited to:

- Establishing a competitive range
- Presentations/ demonstrations/ additional submittal items
- Interviews

If Agency elects to conduct additional round(s), Agency will provide written notice to all Applicants describing the next step. At any time, Agency may dispense with the selected additional round and: (1) issue a notice of intent to award; (2) elect to conduct an additional round of competition; or (3) cancel the RFA.

SECTION 5: AWARD AND NEGOTIATION

5.1 AWARD NOTIFICATION PROCESS

5.1.1 Award Consideration

Agency, if it awards a Grant(s), will award a Grant(s) based upon the scoring methodology and process described in the Evaluation section. Agency may award less than the full scope described in this RFA.

AGENCY RESERVES THE RIGHT TO NOT SELECT ANY OR ALL APPLICANTS UNDER THIS RFA IF AGENCY DETERMINES IN ITS SOLE DISCRETION THAT A SELECTION SHOULD NOT BE MADE.

5.1.2 Notice of Intent to Award

Agency will notify all Applicants in writing that Agency intends to award a Grant(s) to the selected Applicant(s) subject to successful negotiation of any negotiable provisions.

5.2 INTENT TO AWARD APPEAL

5.2.1 Appeal Submission

An Affected Applicant will have 7 calendar days from the date of the notice of intent to award to file a written appeal.

5.2.2 Appeals must:

- Be emailed to the SPC;
- Reference the RFA number;
- Identify Affected Applicant's name and contact information;
- Be received within 7 calendar days of the notice of intent to award; and
- Specify the grounds for the appeal. An appeal under this RFA may only be based on grounds that the Agency failed to conduct an evaluation of

Applications in accordance with the law or with the criteria or process described in this RFA.

5.2.3 Response to Appeal

Agency will address all timely submitted appeals within a reasonable time and will issue a written decision to the Affected Applicant. Appeals that do not include the required information may not be considered by Agency.

5.3 SUCCESSFUL APPLICANT SUBMISSION REQUIREMENTS

5.3.1 Business Registry

If selected for award, Applicant(s) must be duly authorized by the State of Oregon to transact business in the State of Oregon before executing the Grant. The selected Applicant(s) must submit a current Oregon Secretary of State Business Registry number or an explanation if not applicable.

All corporations and other business entities (domestic and foreign) must have a Registered Agent in Oregon. For more information, see Oregon Business Guide, How to Start a Business in Oregon and Laws and Rules:

<http://www.filinginoregon.com/index.htm>.

5.3.2 Insurance

Prior to execution of a Grant, the apparent successful Applicant(s) must secure and demonstrate to Agency proof of insurance coverage meeting the requirements identified in the RFA or as otherwise negotiated.

Failure to demonstrate coverage may result in Agency terminating negotiations and commencing negotiations with the next highest ranking Applicant in a region. Applicant(s) is encouraged to consult its insurance agent about the insurance requirements contained in Insurance Requirements (Exhibit B of Attachment A) prior to Application submission.

5.3.3 Taxpayer Identification Number

The apparent successful Applicant(s) must provide its Taxpayer Identification Number (TIN) and backup withholding status on a completed [W-9 form](#). Agency will not disburse any Grant funds until Agency has a properly completed W-9.

5.4 GRANT NEGOTIATION

By submitting an Application, Applicant agrees to comply with the requirements of the RFA, including the terms and conditions of the Sample Grant (Attachment A), with the exception of those terms reserved for negotiation. Applicant must review the attached Sample Grant and note exceptions. Unless Applicant notes exceptions in its Application, Agency intends to enter into a Grant with the successful Applicant substantially in the form set forth in the Sample Grant. It may be possible to negotiate some provisions of the final Grant; however, many provisions cannot be changed. Applicant is cautioned that Agency believes modifications to the standard provisions constitute increased risk and increased

cost to the State. Therefore, Agency may consider the scope of requested exceptions in the evaluation of Applications.

Any Application that is conditioned upon Agency's acceptance of any other terms and conditions may be rejected. Any subsequent negotiated changes are subject to prior approval of the Oregon Department of Justice.

In the event an Applicant subject to OAR 414-470-0042(6) does not return a signed Grant to Agency within 90 calendar days from the date Applicant received the Grant, Agency will terminate negotiations and may commence negotiations with the next highest-ranking Applicant in a region.

SECTION 6: ADDITIONAL INFORMATION

6.1 GOVERNING LAWS AND REGULATIONS

This RFA is governed by the laws of the State of Oregon. Venue for any administrative or judicial action relating to this RFA, evaluation, or award is the Circuit Court of Marion County for the State of Oregon; provided, however, if a proceeding must be brought in a federal forum, then it must be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States, or otherwise, to or from any claim or from the jurisdiction of any court.

6.2 OWNERSHIP/ PERMISSION TO USE MATERIALS

All Applications submitted in response to this RFA become the property of Agency. By submitting an Application in response to this RFA, Applicant grants the State a non-exclusive, perpetual, irrevocable, royalty-free license for the rights to copy, distribute, display, prepare derivative works of and transmit the Application solely for the purpose of evaluating the Application, negotiating a Grant, if awarded to Applicant, or as otherwise needed to administer the RFA process, and to fulfill obligations under Oregon Public Records Law (ORS 192.311 through 192.478).

6.3 CANCELLATION OF RFA; REJECTION OF APPLICATIONS; NO DAMAGES

Agency may reject any or all Applications in whole or in part, or may cancel this RFA at any time when the rejection or cancellation is in the best interest of the State or Agency, as determined by Agency. Neither the State nor Agency is liable to any Applicant for any loss or expense caused by or resulting from the delay, suspension, or cancellation of the RFA, award, or rejection of any Application.

6.4 COST OF SUBMITTING AN APPLICATION

Applicant must pay all the costs in submitting its Application, including, but not limited to, the costs to prepare and submit the Application, costs of samples and other supporting materials, costs to participate in demonstrations, or costs associated with protests.

SECTION 7: LIST OF ATTACHMENTS

ATTACHMENT A: SAMPLE GRANT

ATTACHMENT B: APPLICATION

ATTACHMENT C: EARLY LEARNING HUB REGION MAP

ATTACHMENT D: ESTIMATED SLOT DISTRIBUTION

ATTACHMENT E: GRANT MANUAL